



How To Become A Successful Orator



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Effective communication with the audience is an essential element to jumpstart your career. This practical and easy to use book will show you how to influence your audience with crisp and immaculate presentations. Its lively style and down-to-earth advice will help you to master all the skills required for those high impact presentations which would put you in the driver's seat in your profession. Here is a glimpse of what you will be equipped with after perusing the "How to Become A Successful Orator: Active listening skills, accent neutralisation, self management skills, composing the draft, using humour in the presentation, creating great visuals" both for OHP as well as for PowerPoint, memorising the presentation, conquering the presentation anxiety, presentation delivery, effective use of body language and handling the presentation emergencies. You name the aspect of presentation and you will find it covered in this concise book.

A special feature of the book comprises more than 100 illustrations and cartoons that make the tips easy to grasp and easier to apply. Once you act on the advice given in this book, you will be amazed to see how effortlessly the "terrible" presentations and presenters are converted into the "terrific" ones.

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Section 1 : The Icebreaker

Prologue ; Why effective presentations are an essential entity? ; How to flatten your audience in two minutes flat! ; Self-Audit ; The skills you ought to develop in order to be a good presenter ; Sure you hear! But do you listen? ; Mind your language ; Words are the cells of the language ; What do you do with the new word? ; The most abused words ; Do you sound authentic? ; Accent neutralisation ; Observation skills ; Time-management ; Self-management ; Still in love with the blue-eyed monster? ; How to tame the blue-eyed monster? ; Whether it's war, expedition or a presentation, strategy is a must ; Plan out your work and work out your plan ; Those who help their audience, help themselves ; The audience is not a vase to be filled, but a fire to be ignited. ; Motivation for electrifying-presentations ; Begin early

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